


## KANSAS DEPARTMENT OF CORRECTIONS

	<b>I</b> NTERNAL <b>M</b> ANAGEMENT <b>P</b> OLICY AND <b>P</b> ROCEDURE	<b>SECTION NUMBER</b>  13-105	<b>PAGE NUMBER</b>
		<b>SUBJECT:</b>  <b>COMMUNITY PARTICIPATION: Juvenile Assistance and Information Liaison (J.A.I.L) Program</b>	

The IMPP has been **deleted** and the section #13-105 placed on RESERVE status, due to the facts that 1) The operation of such programs exposes the affected agency to loss of substantial federal grant in aid funds by violating federal prohibitions against placing juvenile offenders with adult incarcerated; and 2) There is a substantial body of research that demonstrates such programs as having either no effect, or a negative effect with regard to recidivism among violent youth.

<b>Approved By:</b>       <b>Secretary of Corrections</b>	<b>Original Date Issued:</b> 08-21-99
	<b>Revocation Effective Date:</b> 04-14-04
	<b>Replaces Amendment Issued:</b>

# **INTERNAL MANAGEMENT POLICY & PROCEDURES**

## **STATEMENT OF ANNUAL REVIEW**

**IMPP        #13-105**

**Title:        COMMUNITY PARTICIPATION: Juvenile Assistance and  
Information Liaison (J.A.I.L.) Program**

The above referenced Internal Management Policy and Procedure (IMPP), issued effective 08-21-99, was reviewed during October 2002 by the KDOC Policy Review Panel per IMPP 01-101. At the time of this annual review, the Policy Review Panel determined that: no substantive changes and/or modifications to this IMPP are necessary at this time, and the IMPP shall remain in effect as issued on the above stated date.

**The next scheduled review for this IMPP is October 2003.**

**This statement of annual review shall be placed in front of the referenced IMPP in all manuals.**

\_\_\_\_\_  
Jan Johnson, Staff Assistant to Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Roger Werholtz, Acting Secretary of Corrections

10-25-02  
\_\_\_\_\_  
Date

# **INTERNAL MANAGEMENT POLICY & PROCEDURES**

## **STATEMENT OF ANNUAL REVIEW**

**IMPP        #13-105**

**Title:        COMMUNITY PARTICIPATION:    Juvenile Assistance and  
Information Liaison (J.A.I.L.) Program**

The above referenced Internal Management Policy and Procedure (IMPP), issued effective 08-21-99, was reviewed during October 2000 by the KDOC Policy Review Panel per IMPP 01-101. At the time of this annual review, the Policy Review Panel determined that:

- [ x ] No Changes, revisions and/or modifications to this IMPP are necessary at this time and the IMPP shall remain in effect as issued on the above stated date.
- [   ] Changes, revisions and/or modifications to this IMPP have been identified as necessary. The IMPP issued effective the above stated date shall remain in effect until the IMPP is re-issued with such changes and/or modifications.

**The next scheduled review for this IMPP is October 2001.**

**This statement of annual review shall be placed in front of the referenced IMPP in all manuals.**


\_\_\_\_\_  
Dennis Williams, Fiscal Officer  
Policy Review Committee Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Charles E. Simmons, Secretary of Corrections

02/21/01  
Date

# KANSAS DEPARTMENT OF CORRECTIONS

	<b>INTERNAL MANAGEMENT POLICY AND PROCEDURE</b>	<b>SECTION NUMBER</b>  13-105	<b>PAGE NUMBER</b>  1 of 6						
		<b>SUBJECT:</b> <b>COMMUNITY PARTICIPATION: Juvenile Assistance and Information Liaison (J.A.I.L.) Program</b>							
<b>Approved By:</b>        <div style="text-align: right;"><b>Secretary of Corrections</b></div>		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"><b>Original Date Issued:</b></td> <td style="text-align: right;"><b>08-21-99</b></td> </tr> <tr> <td><b>Current Amendment Effective:</b></td> <td style="text-align: right;"><b>08-21-99</b></td> </tr> <tr> <td><b>Replaces Amendment Issued:</b></td> <td style="text-align: right;"><b>N/A</b></td> </tr> </table>		<b>Original Date Issued:</b>	<b>08-21-99</b>	<b>Current Amendment Effective:</b>	<b>08-21-99</b>	<b>Replaces Amendment Issued:</b>	<b>N/A</b>
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<b>Current Amendment Effective:</b>	<b>08-21-99</b>								
<b>Replaces Amendment Issued:</b>	<b>N/A</b>								

## POLICY

Selected KDOC facilities shall be authorized to provide an educational program known as the Juvenile Assistance and Information Liaison (J.A.I.L.) Program, designed to assist Court Services Officers and other juvenile justice agencies or institutions in working with adjudicated juveniles. Juvenile participants shall be at least 13 years of age and no older than 18 years of age. All juveniles shall be referred to the program as ordered by the Juvenile Court Judge having jurisdiction. All juveniles and their parents or legal guardians shall be required to sign a consent and waiver of liability prior to participation in the program. Designated facility staff, together with screened and trained inmate counselors, shall provide the program.

## DEFINITIONS

Court Services Officer: An officer authorized, assigned, or ordered by the Court to work with juvenile offenders. This term is intended to include: counselors employed in youth homes; other law enforcement officials; Community Corrections Officer; or, anyone so authorized by the Court.

Juvenile offender: An individual, placed on probation in juvenile court, who has been ordered to attend the J.A.I.L. program as a condition of probation.

## PROCEDURES

### **I. Staff Responsible for the J.A.I.L. Program**

- A. Each facility authorized by the Deputy Secretary of Facility Management to provide the J.A.I.L. program, per the overview in Attachment A, shall designate staff with specific responsibilities for the program.
  1. The Warden, Deputy Warden or designee shall be responsible to:
    - a. Administer program policies, procedures, and activities;
    - b. Establish the program itinerary;
    - c. Appoint the J.A.I.L. Program Coordinator, for an undetermined period of time;
    - d. Delegate specific authority for program administration to the J.A.I.L. Program Coordinator; and,

- e. Make the final selection of inmates assigned as counselors in the program.
- B. The J.A.I.L. Program Coordinator shall be assigned the overall responsibility to supervise all activities related to the J.A.I.L. program.
- 1. Serve as a liaison and provide information and necessary forms to the Court Services Officers (CSO), to include;
    - a. Providing CSOs with information about the program and the all forms necessary for participation;
    - b. Acquiring social background information on juveniles and other relevant information from Court Services Officers;
    - c. Processing requests received from Court Services Officers and establishing specific program operation dates; and,
    - d. Distributing and soliciting the program evaluation forms for each program operation.
  - 2. Recruit, screen and train inmates to be assigned as counselors in the program, to include;
    - a. Referring names of potential inmate counselors to the Warden, Deputy Warden or designee for final selection; and,
    - b. Arranging workshop/training sessions on an ongoing basis to assist participating inmates in developing counseling and public speaking skills;
  - 3. Ensure confidentiality and the security of juvenile participants, to include:
    - a. Making copies and deleting information that may be considered confidential in the Social Background Sheets and other relevant information received from Court Services officers,
    - b. Providing appropriate information to inmates selected to work with a specific juvenile during a program and ensuring that all information copies are collected and destroyed by at the end of the program.
    - c. Maintaining a confidential file of all original documents associated with the J.A.I.L. program, to include a master list of all program participants;
    - d. Arranging for the appropriate security of all program participants;
      - (1) Escorting all program participants to the designated program area;
      - (2) Preventing direct contact with non-program participating inmates, to the extent possible; and,
      - (3) Supervising all activities associated with the J.A.I.L. program.
  - 4. Reporting J.A.I.L. Program Activities, Incidents and Evaluation

- a. Routinely report on program events to the Warden, Deputy Warden or designee, and report any incidents that are encountered during the program operations, to include;
    - (1) Collecting evaluation information from Court Services Officers; and,
    - (2) Providing a monthly summary of the compiled evaluation information.
- C. Other Facility Staff Involved in J.A.I.L.
  - 1. Two (2) staff members shall be selected to assist the J.A.I.L. Program Coordinator during the day of the J.A.I.L. Program.
    - a. Back-up staff shall be selected to provide support to the J.A.I.L. Program Coordinator in the event that the regular staff are unavailable on the day of the J.A.I.L. Program.
  - 2. The selection of staff for the J.A.I.L. program shall be based on interviews with the J.A.I.L. Program Coordinator, and the Warden, Deputy Warden, or designee.

## **II. Requirements for Program Participation**

- A. Juvenile participants shall have been ordered by the hearing judge to attend the J.A.I.L. Program. A signed document, affirming this order, shall be required and provided to the J.A.I.L. Program Coordinator prior to any juvenile being permitted to participate in the J.A.I.L. Program.
- B. Juvenile participants, a parent or legal guardian, and the Court Services Officer shall sign a Waiver of Liability and Consent for Participation Form (Attachment B, Form #13-105-001). This consent and waiver document shall be required and provided to the J.A.I.L. Program Coordinator prior to any juvenile being permitted to participate in the J.A.I.L. Program.
- C. The J.A.I.L. Program shall not exceed twelve (12) juvenile participants for any scheduled program event.
- D. Juvenile participants shall be no younger than 13 years of age and no older than 18 years of age.

## **III. Responsibilities of Court Services Officers**

- A. In preparation for the J.A.I.L. program, the Court Services Officer shall be responsible for the appropriate documentation, to include:
  - 1. Compiling the Social Background Sheet (Attachment C, Form #13-105-002) information on each juvenile participant and ensuring that it is available to the facility J.A.I.L. Program Coordinator at least one (1) week prior to the scheduled program;
  - 2. Completing the J.A.I.L. Program Pre-Evaluation (Attachment D, Form #13-105-003) on each candidate for program participation;

3. Obtaining the signatures of the juvenile, the parents or legal guardian(s) as required on a Waiver of Liability and Consent for Participation Form for each juvenile proposed to participate in the program; and,
  4. Completing a J.A.I.L. Program Post-Evaluation (Attachment E, Form #13-105-004) within 2-4 weeks following each juvenile's participation in the program and return the evaluation to the J.A.I.L. Program Coordinator.
- B. On the day of the scheduled J.A.I.L. Program, the Court Services Officer shall be responsible to:
1. Provide or arrange for the transportation of the juvenile participant to and from the facility; and,
  2. Escort and maintain visual contact with each juvenile participant while in the facility for the J.A.I.L. program.
- C. A minimum of one (1) Court Services Officer shall accompany each group of four (4) participants to observe program activities, serve as escorts, assist the Program Coordinator, and provide additional information when appropriate.

**IV. J.A.I.L. Program Counselors: Screening Criteria and Responsibilities**

- A. Inmate counselors shall be screened to identify individuals who will contribute to the education of juvenile participants about the consequences of criminal thinking and behavior, prison reality, peer pressure, freedom or the lack thereof, and how offenders pay the consequences of the poor choices they make in their individual lives.
- B. The J.A.I.L. Program Coordinator shall require each inmate applicant to complete a J.A.I.L. Program Application for Inmate Counselor Form (Attachment F, Form #13-105-005) and the selection of counselors shall be based upon the individual inmate's:
1. Institutional record;
  2. Disciplinary history;
  3. Program/work detail participation;
  4. Mental health status;
  5. Attitude and desire to participate;
  6. Education level, achievement of High School Diploma or equivalency; and,
  7. Recommendation(s) of facility staff.
- C. Each inmate chosen to participate in the J.A.I.L. Program shall be responsible to:
1. Be attentive to the well being of all program participants;
  2. Pay strict attention to appearance, courtesy and conduct at all times while involved with the J.A.I.L. program;
  3. Not threaten or intimidate participants verbally or physically;

4. Not attempt to coordinate any contact between participants and incarcerated relatives, friends, or acquaintances; and,
  5. Not solicit or be involved in any correspondence between themselves and any juvenile participant without approval of the J.A.I.L. Coordinator and the appropriate Court Services Officer.
- D. Inmates chosen to participate in the J.A.I.L. Program may be removed from the program if:
1. The J.A.I.L. Program Coordinator determines that the inmate is not effective and/or is not interested in the program; or,
  2. The inmate is convicted of any rule violation, or placement in segregation, which results in a reduction in incentive level, or an elevation in custody level.

**V. J.A.I.L. Program Evaluation**

- A. At the conclusion of each J.A.I.L. program, the participants and inmate counselors shall complete the Juvenile Feedback Sheets (Attachment G, Form #13-105-006) and the Inmate Feedback Sheets (Attachment H, Form #13-105-007), as appropriate.
- B. The J.A.I.L. Program Coordinator shall provide copies of the completed feedback sheets to the Court Services Officer at the conclusion of the program. The Program Coordinator shall retain the original feedback sheets for the program files.

**VI. J.A.I.L. Program Observers**

- A. Observers of the J.A.I.L. Program may be permitted, provided that they are affiliated with a Court Services or other court authorized program for juveniles, e.g., criminal justice students, social rehabilitation officers, and resident counseling students currently at a youth facility.
- B. Observers must be at least eighteen (18) years of age and must provide positive identification.
- C. Observers shall not be admitted unless the J.A.I.L. Program Coordinator is provided notification at least one (1) week in advance of the scheduled program.

**VII. Uncooperative Juvenile Participants**

- A. When a juvenile participant proves uncooperative, or becomes seriously disruptive, the J.A.I.L. Program Coordinator shall advise the Court Services Officer that he/she will escort the juvenile out of the facility and remain with that juvenile while on State property.
- B. If this action leaves part of the program without an observing Court Services Officer in attendance, that part of the day's J.A.I.L. program shall be canceled.
- C. If a juvenile is removed from the J.A.I.L. Program, the Program Coordinator shall provide documentation of this incident to the Warden, Deputy Warden or designee, as well as providing supporting documentation to the sentencing court.
  1. The inmate assigned to the juvenile in question shall also document this information on the reverse side of the Inmate Feedback Sheet.



**NOTE:** The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities who are contractually bound to adhere them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to either employees, offenders, or third parties. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

#### **REPORTS REQUIRED**

<b><u>Name/Type of Report</u></b>	<b><u>By Whom/To Whom</u></b>	<b><u>Due</u></b>
J.A.I.L. Program Evaluation Information	J.A.I.L. Program Coordinator to Warden/deputy Warden or designee	Monthly

#### **REFERENCES**

None.

#### **ATTACHMENTS**

Attachment A - KDOC Juvenile Assistance and Information Liaison Program Overview, 3 pages  
Attachment B - J.A.I.L. Program Waiver of Liability and Consent for Participation form, 1 page  
Attachment C - J.A.I.L. Program Social Background Sheet, 2 pages  
Attachment D - J.A.I.L. Program Pre-Evaluation, 1 page  
Attachment E - J.A.I.L. Program Post-Evaluation, 2 pages  
Attachment F - J.A.I.L. Program Application for Inmate Counselor, 4 pages  
Attachment G - J.A.I.L. Program Juvenile Feedback Sheet, 1 page  
Attachment H - J.A.I.L. Program Inmate Counselor Feedback Sheet, 1 page

## **Kansas Department of Corrections Juvenile Assistance and Information Liaison Program**

Part of the Kansas Department of Corrections Mission Statement emphasizes the active encouragement of offenders to become law-abiding citizens. The Juvenile Assistance and Information Liaison Program (J.A.I.L.) contributes to this mission in two ways:

The first uses the J.A.I.L. program to provide the courts and Juvenile Justice Authority an opportunity to bring selected juvenile offenders into KDOC facilities for the purpose of their education. This education not only exemplifies the benefits of living life as a law-abiding citizen, but also the harsh realities of prison life that lie ahead of them if they continue their present lifestyle. This mission is realized through reduction in the number of future inmates housed in KDOC facilities.

Secondly, the J.A.I.L. program provides an opportunity for selected inmates to use their own incarceration as an example of the negative consequences of making poor decisions. The J.A.I.L. program allows these inmates an opportunity to return something of themselves to society by helping a juvenile offender see that there is no positive future in negative behavior.

Evaluating the success of this program is attained through the collection of follow-up information provided in reports from participating juvenile agencies.

The Juvenile Assistance and Information Liaison Program is not patterned after the "Scared Straight" program. J.A.I.L. has adopted the motto, "Cared Straight".

### **GOALS**

- Educate juvenile offenders as to the consequences of their criminal actions.
- Educate juvenile offenders about the negative impacts of their anti-social behaviors upon themselves and their family.
- Promote the juvenile offenders understanding that they have an obligation to make responsible choices.
- Intervene in the cycle of the juvenile offender's criminal behavior patterns.
- Deter the juvenile offenders from entering the Kansas Department of Corrections.

### **PROGRAM FORMAT**

Although each facility within the Kansas Department of Corrections is different, the basic format of the Juvenile Assistance and Information Liaison (J.A.I.L.) program remains the same for each-facility. J.A.I.L. programs will include the following components:

#### **PHASE I (Approximately 1 hour)**

- Each group of juvenile offenders escorted into a KDOC facility for the purpose of the J.A.I.L. program shall be processed in the same manner as regular facility visitors. Program Coordinators shall ensure that all preliminary paperwork is complete, per procedures in IMPP 13-105.

- Each group of juvenile offenders shall be escorted to the Admission and Discharge area where they will be processed in a manner similar to that of a new inmate.

- Each group of juveniles shall be strip-searched by pre-assigned KDOC correctional staff only. At no time will any inmates, or guests or facility staff not assigned to the J.A.I.L. program, be present during this process. Program Coordinators shall supervise this process to ensure that it is handled in a professional manner. Each juvenile shall be issued an identification badge.
- Each group of juveniles shall be 'dressed-out' in uniforms provided specifically for the J.A.I.L. program, unlike those worn by any inmates within the facility. The uniforms help to increase staff awareness that the J.A.I.L. program is operating in the facility, adding to the security of the program.

PHASE II (Approximately 30 minutes)

- Each juvenile will spend approximately 10 to 15 minutes of 'quiet time' locked in a cell alone. Juveniles will be encouraged to reflect on why they are here, experience the solitude of a prison cell, and compare this living arrangement with their rooms at home. After this period of 'quiet time', the J.A.I.L. program inmates will be introduced (from outside of the cell), to the juveniles they have been assigned to work with. The Program Coordinator, in advance of the juveniles' arrival, will complete the assignment of inmates to juveniles. The Program Coordinator's goal in this assignment process is to find, through the use of the social background information, some similarity between the inmate and juvenile in order to more rapidly facilitate recognition of the juvenile's current behavior patterns. Criminal background, family dysfunction, use/abuse of drugs/alcohol and involvement with the "wrong crowd" are examples of some similarities between inmates and juveniles often used in the selection process.

PHASE III (Approximately 1 ½ hours)

- A large group exercise shall be conducted where some or all of the participating J.A.I.L. program inmates will give a short presentation depicting aspects of their life history relating to their eventual incarceration. Topics often include; drug and alcohol use/abuse, physical/mental abuse, criminal background information, gang involvement, prison experiences, etc. Also included in large group are activities designed to create interaction between staff, inmates and juveniles. These activities include areas concerning positive self-image, anger management and the positive vs. negative aspects of peer pressure, and are subject to change or revision. This segment of the program will conclude with a question and answer period.

Following the large group exercise, the group will be escorted to the main facility dining room for lunch. Not being able to eat "fast food" may not be a reason not to come to prison, but it is one example of the many freedoms and choices lost due to incarceration that frequently hits home with the juveniles participating in the J.A.I.L. program. The juveniles will be seated with the inmate they have been assigned to and will be closely monitored by all staff.

PHASE IV (Approximately 1 hour)

- J.A.I.L. program inmates shall spend a period of time working one-on-one with the juvenile he has been paired with. Although staff supervises the process, this is an opportunity for the program inmates to have a private conversation with the juvenile. Having had access to the juvenile's criminal record, the inmates let the juveniles know that there is no reason to lie about their criminal behavior. Once rapport has been established with one another, the inmates are able to use their own lives as an example of where the juveniles may well end up if they continue the negative patterns they are already beginning to establish.

PHASE V (Approximately 1 hour)

- The entire group of inmates and juveniles will be split into at least two small groups where the J.A.I.L. inmates shall summarize, to the group, current events or problems going on in the

Juveniles' lives. This activity often puts the juvenile in a 'hot seat' situation, especially if their conversation conflicts with statements they have already made, or information contained in their social background. The group shall offer feedback and make positive recommendations. Program inmates will fill out Inmate Feedback Sheets at this time. This form includes questions about the inmate's perception of the juvenile's participation in the program. A copy of this form will be given to the Court Service Officers prior to their departure from the facility.

PHASE VI (Approximately 1 hour)

- The juveniles and attending staff will take an abbreviated tour of the facility. This tour allows each juvenile an opportunity to see what daily life is actually like for inmates housed in a Kansas correctional facility. Included in this tour will be a visit to the facility's segregation unit where the juveniles will experience the difference between general population housing areas and special management. The segregation unit's officer-in-charge will conduct this segment which will include a detailed explanation of the unit's operation.

PHASE VII (Approximately 30 minutes)

- Prior to departure, the juveniles will return to the Admissions and Discharge area where they will fill out a Juvenile Feedback Sheet. This form includes questions pertaining to what the juvenile experienced during his visit to the facility. This form will also be copied and given to the Court Service Officers, for their information. As soon as these forms are completed and copied, the juveniles will be allowed to change into their personal clothing and the group will depart the facility.

**KDOC J.A.I.L. PROGRAM**  
Juvenile Assistance Information Liaison

**Waiver of Liability and Consent for Participation**

\_\_\_\_\_, a juvenile, and \_\_\_\_\_, his parent(s) or guardian(s), hereby agree to release from liability the officers and staff of the \_\_\_\_\_, the State of Kansas, the \_\_\_\_\_ Judicial District, and \_\_\_\_\_ County, for any and all claims which might result from participating in the Kansas Department of Corrections, Juvenile Assistance and Information Liaison Program (J.A.I.L.).

We further acknowledge that we have received a written description of the Kansas Department of Corrections, Juvenile Assistance and Information Liaison Program, and assert that we understand the general objectives and procedures contained therein. We further acknowledge that we understand that the said juvenile's name and the nature of his wrongful act(s) will be released, by the Court, to the Program Coordinator of the J.A.I.L. Program. It is our further understanding that this information will be made available to staff, as well as inmates, of the \_\_\_\_\_, who are involved in this educational program.

\_\_\_\_\_  
Parent or Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Juvenile

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

Form #13-105-001



**KDOC J.A.I.L. PROGRAM**  
Juvenile Assistance Information Liaison

**SOCIAL BACKGROUND SHEET**

NAME: \_\_\_\_\_ CITY: \_\_\_\_\_  
AGE: \_\_\_\_\_ COUNTY/JUDICIAL DISTRICT: \_\_\_\_\_  
D.O.B: \_\_\_\_\_ PAROLE OFFICER: \_\_\_\_\_  
SSN: \_\_\_\_\_ RACE: \_\_\_\_\_

**PART I**

1. ECONOMIC STATUS OF FAMILY

Upper Class \_\_\_\_ Lower Upper Class \_\_\_\_ Upper Middle Class \_\_\_\_ Middle Class \_\_\_\_  
Lower Middle Class \_\_\_\_ Upper Lower Class \_\_\_\_ Lower Lower Class \_\_\_\_ Indigent \_\_\_\_

2. GANG ACTIVITY

Never Involved \_\_\_\_ Suspected Involvement \_\_\_\_ Member \_\_\_\_  
Former Member \_\_\_\_ Active Member \_\_\_\_ Explain \_\_\_\_\_

3. SUBSTANCE ABUSE HISTORY

- a. No suspected use at this time. \_\_\_\_  
b. Minor doesn't admit to use, but some is suspected. \_\_\_\_  
c. Minor is using as follows: \_\_\_\_\_

Drug/Alcohol (Type)	Frequency of Use	Drug/Alcohol Treatment

4. JUVENILE RECORD

Date of Offense	Offense Charged	Final Disposition	Placement (if any) How Long?

5. Does the juvenile have any family members or know anyone currently housed at a KDOC Facility, or currently on post release supervision in the State of Kansas? Yes \_\_\_\_ No \_\_\_\_  
If yes, relationship? \_\_\_\_\_  
If in prison, where? \_\_\_\_\_

6. CURRENT CUSTODY

Natural Parents \_\_\_\_ Mother, Step-father \_\_\_\_ Father, Step-mother \_\_\_\_ Single Parent (Mother) \_\_\_\_  
Single Parent (Father) \_\_\_\_ Relative \_\_\_\_ Foster Care \_\_\_\_ Group Home \_\_\_\_  
a. Family Relationship: Good \_\_\_\_ Fair \_\_\_\_ Poor \_\_\_\_

b. Current Adjustment Problems (if any) \_\_\_\_\_

7. SCHOOL

Currently Enrolled: Yes \_\_\_\_ No \_\_\_\_ Last Grade Completed \_\_\_\_  
Regular School \_\_\_\_ Alternative School \_\_\_\_ Earning GED \_\_\_\_  
Current Progress: \_\_\_\_\_

Attendance: Good \_\_\_\_ Fair \_\_\_\_ Poor \_\_\_\_ Not Attending \_\_\_\_  
Behavior: Good \_\_\_\_ Fair \_\_\_\_ Poor \_\_\_\_ Out of Control \_\_\_\_  
Grades: A/B's \_\_\_\_ C's \_\_\_\_ D's \_\_\_\_ F's \_\_\_\_

8. EMPLOYMENT HISTORY

Employed: Yes \_\_\_\_ No \_\_\_\_

Job	Date Employed	Length of Employment

**PART II**

9. How does the youth feel about attending the J.A.I.L. Program? \_\_\_\_\_  
\_\_\_\_\_

10. INTERESTS

Hobbies: \_\_\_\_\_ Religious: \_\_\_\_\_  
Others: \_\_\_\_\_ Social: \_\_\_\_\_

11. GOALS

Short Term: \_\_\_\_\_  
Long Term: \_\_\_\_\_  
Career: \_\_\_\_\_ Educational: \_\_\_\_\_

12. GENERAL ATTITUDE

- a. Toward Parents: Good \_\_\_\_ Fair \_\_\_\_ Poor \_\_\_\_  
b. Toward Teachers: Good \_\_\_\_ Fair \_\_\_\_ Poor \_\_\_\_  
c. Toward Others: Good \_\_\_\_ Fair \_\_\_\_ Poor \_\_\_\_  
d. Potential for Violence: Not an Issue \_\_\_\_ Low \_\_\_\_ High \_\_\_\_  
Explain: \_\_\_\_\_  
e. Leader or Follower: \_\_\_\_\_

13. Does the juvenile know anyone who has participated in the J.A.I.L. Program in the past? Yes \_\_\_\_ No \_\_\_\_  
If yes, at which Facility? \_\_\_\_\_

14. Please list any sensitive issues, specific to this juvenile, or any information pertaining to something currently going on in the juvenile's life. This information is crucial for determining which JAIL inmate will work with this juvenile, and how effective that work will be. \_\_\_\_\_  
\_\_\_\_\_

Completed By \_\_\_\_\_

Title \_\_\_\_\_

Date: \_\_\_\_\_

Form #13-105-002

**KDOC J.A.I.L. PROGRAM**  
Juvenile Assistance Information Liaison

**PRE-EVALUATION**

Juvenile's Name: \_\_\_\_\_

1. Have the juvenile list the consequences of his criminal actions.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

2. Have the juvenile identify the negative impacts that his anti-social behaviors have had upon himself and his family.

a. \_\_\_\_\_

\_\_\_\_\_

b. \_\_\_\_\_

\_\_\_\_\_

c. \_\_\_\_\_

\_\_\_\_\_

3. Is the juvenile able to verbalize that he understands his obligation to make responsible choices?

\_\_\_\_ Yes \_\_\_\_ No

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Form #13-105-003

**KDOC J.A.I.L. PROGRAM**  
Juvenile Assistance Information Liaison

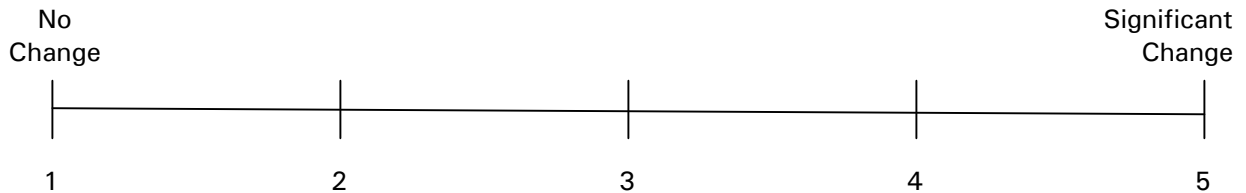
**POST-EVALUATION**

Juvenile's Name: \_\_\_\_\_

1. Have the juvenile list the consequences of his criminal actions

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

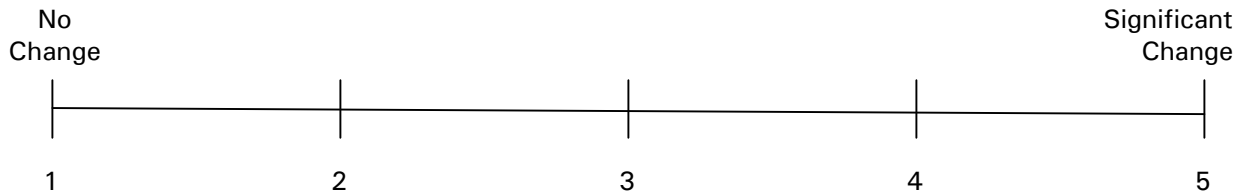
1.a. Considering changes between the youth's pre-evaluation and post-evaluation responses to question #1, assess the degree of positive change made by him, on a 1-5 scale, regarding his ability to identify the consequences of his criminal activity.



2. Have the juvenile identify the negative impacts that his anti-social behaviors have had upon himself and his family

- a. \_\_\_\_\_
- \_\_\_\_\_
- b. \_\_\_\_\_
- \_\_\_\_\_
- c. \_\_\_\_\_
- \_\_\_\_\_

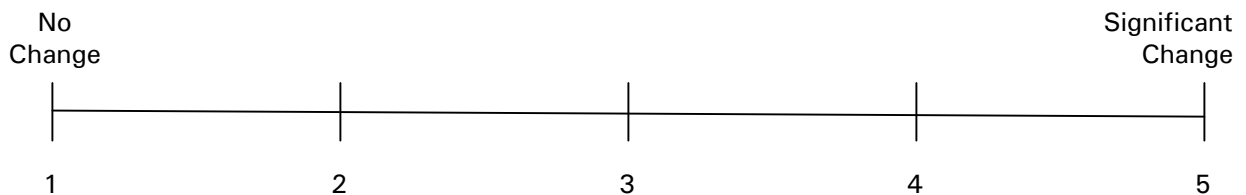
- 2.a. Considering changes between the youth's pre-evaluation and post- evaluation responses to question #2, assess the degree of positive change made by him, on a 1-5 scale, regarding his ability to recognize the negative impacts of his anti-social behaviors.



3. Is the juvenile able to verbalize that he understands his obligation to make responsible choices?

☐ Yes ☐ No

- 3.a. Considering changes between the youth's pre-evaluation and post- evaluation responses to question #3, assess the degree of positive change made by him, on a 1-5 scale, regarding his ability to understand his obligation to make responsible choices.



Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Return to:

***(Insert Institutional Name and Address)***



Form #13-105-004

**KDOC J.A.I.L. PROGRAM**  
Juvenile Assistance Information Liaison  
**APPLICATION FOR INMATE COUNSELOR**

NAME: \_\_\_\_\_ NUMBER: \_\_\_\_\_ CELL LOCATION: \_\_\_\_\_

Instructions: Answer all questions. All answers must be your own. Additional sheets of paper may be used if needed. If extra sheets are used, please specify which questions are being answered.

1. If you do not meet the following requirements, you are not eligible for the J.A.I.L. Program and there is no need to fill out the remainder of the questionnaire at this time.

- ◆ Incarcerated for at least 12 months.
- ◆ Minimum of 12 months to serve prior to any release or KPB hearing.
- ◆ Incentive Level 2 or 3.
- ◆ No record of program refusal.
- ◆ No disciplinary convictions in the last 6 months which resulted in a reduction of level or custody or forfeiture of good time.
- ◆ High School diploma or equivalency.

2. How much time do you have left to serve?      Years \_\_\_\_\_ Months \_\_\_\_\_

3. Have you ever been in a mental institution of any type? If so, explain.

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4. How would you characterize your personal attitude (dominant, submissive, compulsive, etc.)?

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5. What programs have you completed during your incarceration?

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6. Describe your relationship with your family.

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7. Do you currently have a drug or alcohol problem OR have drugs/alcohol significantly impacted your life? Explain.

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8. Have you ever physically, emotionally or sexually abused anyone (i.e., family members, wife, or a stranger)? Explain (list whom, etc.).

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Have you ever been abused?

Physically: Yes \_\_\_\_\_ No \_\_\_\_\_

Emotionally: Yes \_\_\_\_\_ No \_\_\_\_\_

Sexually: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain.

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9. How much of yourself are you willing to give the J.A.I.L. Program?

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10. What, if any, special training have you had working with youth?

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11. What would you do if a youth attempted to attack you or became out of control during a J.A.I.L. session?

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12. What do you hope to gain personally from this program?

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13. What are your plans once you are released from KDOC custody?

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14. Do you have a problem dealing with people in a position of authority?

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Do you have a past history of resistance to authority figures in or out of this facility?

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15. What goals have you set for yourself while incarcerated?

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16. Which of these goals have you successfully achieved? Are there any remaining?

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17. Give two examples of the man you perceive yourself to be today.

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18. Circle the rate below that best describes your institutional performance.

(1) Below Average (2) Average (3) Above Average (4) Exceptional (5) Outstanding

Additional Comments

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### **Unit Team**

Unit Team comments concerning the applicants suitability to work with the J.A.I.L. program:

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\_\_\_\_\_  
Unit Team Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Location

### **Job Supervisor**

Job Detail: \_\_\_\_\_ Length of time on job: \_\_\_\_\_  
Inmate's work schedule: \_\_\_\_\_

Job Supervisor's comments concerning the applicant's possible involvement with the J.A.I.L. program:

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\_\_\_\_\_  
Job Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Location

### **J.A.I.L. Program Coordinator**

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_  
(If approved, forward to Warden or designee)  
Comments:

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Warden or Designee**

\_\_\_\_\_  
Approved  
\_\_\_\_\_  
Disapproved due to \_\_\_\_\_

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Signature  
Form #13-105-005

Date

**KDOC J.A.I.L. PROGRAM**  
Juvenile Assistance Information Liaison

**JUVENILE FEEDBACK SHEET**

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Inmate Counselor

\_\_\_\_\_  
Date of Participation

\_\_\_\_\_  
County of Conviction

**When filling out this feedback sheet,  
please think about each question carefully and explain your answers.**

1. What was your first impression of this facility?

\_\_\_\_\_  
\_\_\_\_\_

2. What do you think you learned from today's experience?

\_\_\_\_\_  
\_\_\_\_\_

3. Were you open and honest with your inmate counselor?

\_\_\_\_\_  
\_\_\_\_\_

4. Do you feel that your inmate counselor was open and honest with you?

\_\_\_\_\_  
\_\_\_\_\_

5. What suggestions for positive changes in your life were made to you today? By whom?

\_\_\_\_\_  
\_\_\_\_\_

6. What aspect of this program helped you the most and why?

\_\_\_\_\_  
\_\_\_\_\_

7. Which of today's activities did you like the least?

\_\_\_\_\_  
\_\_\_\_\_

8. Did you feel that the staff and inmates of this facility were sincere in their effort to convince you that prison is no place for you?

\_\_\_\_\_

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Form #13-105-006



**KDOC J.A.I.L. PROGRAM**  
Juvenile Assistance Information Liaison

**INMATE FEEDBACK SHEET**

\_\_\_\_\_  
Name of Juvenile

\_\_\_\_\_  
Name of Inmate

\_\_\_\_\_  
Date of Participation

\_\_\_\_\_  
Judicial District/County

[\_\_] This juvenile failed to complete due to his uncooperative behavior. (See comments below.)

**When filling out this feedback sheet,  
please think about each question carefully and explain your answers.**

1. Do you feel this juvenile was being honest and open during "small group" or was he holding back?

\_\_\_\_\_  
\_\_\_\_\_

2. Was this juvenile cooperative and attentive during the "one-on-one" session?

\_\_\_\_\_  
\_\_\_\_\_

3. What, if anything, do you feel the juvenile has gained from this experience?

\_\_\_\_\_  
\_\_\_\_\_

4. Did the juvenile indicate to you that he planned to make any positive changes in his behavior to avoid any future legal problems?

\_\_\_\_\_  
\_\_\_\_\_

5. In your opinion, what aspect of the J.A.I.L. experience seemed to have made the biggest impact on the juvenile you worked with?

\_\_\_\_\_  
\_\_\_\_\_

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Form #13-105-007